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2. The Dean of the Faculty of Arts shall be Chairman of the Committee on Applications and Memorials and of the Committee on Undergraduate Studies.

3. The duties of the Secretary shall be to take charge of the records and papers of the Council, and to keep the same properly arranged for convenient reference in such place as shall be directed by the Council, and, until such direction, in such place as shall be appointed by the President; he shall keep regular entries, in a form to be approved of by the President, of the names of all persons who shall be candidates for examinations held by the Faculty of Arts, of all examiners who shall from time to time be appointed for the said examinations, and of all such particulars connected with each examination as the President shall direct; he shall conduct all necessary correspondence under the supervision of the President, and keep proper records thereof; he shall attend all meetings of the Council, and keep regular minutes of all the proceedings thereat; he shall attend, as far as possible, all meetings of committees, and keep minutes of the proceedings; he shall prepare all resolutions, reports or other papers, which the Council may direct, and all copies which may be required of any such documents or papers; he shall prepare and countersign all official documents, and generally discharge such other duties as may be assigned to him by the Council or, when the Council is not in session, by the President.

## **RULES OF PROCEDURE**

### **Regular Meetings**

4. Regular meetings shall be held on the last Monday of September and on the Monday preceding the second Friday of October, November, December, January, February, March, April, May and June, except when such Monday is a public holiday, in which case the meeting shall be held on the following Tuesday.

5. The meeting in October shall be the inaugural meeting of the year, and at this meeting the appointment of a committee to strike the standing committees shall precede all other business.

6. A special meeting may, and on requisition of not fewer than twelve members shall, at any time, be called by the chairman, on not less than twenty-four hours' notice, for the transaction of such business only as may be specified in the notification of such meeting.

7. (1) At all regular or special meetings twelve members of those entitled to vote shall form a quorum.

(2) At special meetings for routine business during the long vacation three members of those entitled to vote shall form a quorum.

8. At every meeting the President, or in his absence the Dean, shall preside as chairman, or in the absence of both, a chairman shall be chosen by the members present entitled to vote, or a majority of them.

9. The chairman of each meeting shall conduct the proceedings in conformity with the rules of order enacted by the Council, and in all cases not so provided for, the practice of the House of Commons of Canada shall govern.

### **Debates and Divisions**

10. Any member desiring to speak during a meeting of the Council shall address the chairman.

11. A member called to order shall sit down, but may afterwards explain; the chairman shall decide the point of order, subject to an appeal to the Council, which shall decide the case, but without debate.

12. No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of an explanation and the member so interrupting shall confine himself to the point of order or the explanation.

13. Any member may require the question under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

14. With the exception of the proposer of a substantive motion, who shall be allowed to reply, no member may speak more than once to a question, unless in explanation of a material part of his speech in which he may have been misunderstood, and then he must not introduce new matter.

15. The chairman may take part in a debate on any subject, but before doing so he shall leave the chair and appoint some other member to occupy it until he has spoken.

16. No member shall speak to a question after it has been put by the chairman.

17. All questions which come before the Council shall be decided by a majority of the members present entitled to vote, subject to the provisions of section 36; but in the case of an equality of votes the question shall be deemed to be negatived.

18. The chairman may vote on any question, but no member shall have more than one vote.

19. The chairman shall declare the result of every vote, and on any question except a motion to adjourn the Council or a debate, any member may require the yeas and nays to be recorded.

### **Motions and Questions**

20. No matter once disposed of shall be reconsidered before the next inaugural meeting, except by a two-thirds vote of the members present entitled to vote.

21. All motions, except those for the adjournment of the

Council or of a debate, shall be put in writing and seconded, before being debated or put from the chair.

22. When a motion has been made and seconded it shall be disposed of, unless the mover, with the consent of the Council, withdraws it or allows it to stand over.

23. When a question is under debate, no motion shall be received by the chairman except for one of the following purposes:

- (1) To adjourn the Council;
- (2) To adjourn the debate;
- (3) To put the previous question;
- (4) To commit;
- (5) To amend.

24. A motion to adjourn the Council or a debate shall always be in order, but no member may speak to such a motion for more than five minutes.

25. A motion to commit shall, until it is disposed of, preclude all amendments to the main question.

26. The previous question shall, until it is decided, preclude all amendments to the main question: it shall be put with the following words: "That the main question be now put"; and if it be resolved in the affirmative, the original question shall be put forthwith, without any amendment or debate.

### **Orders of the Day**

27. The following order of business shall be observed by the chairman in bringing matters before the Council at all regular meetings, and no variations from this order shall be allowed, except by a two-thirds vote of the members present entitled to vote, which shall be taken without debate;

- (1) Reading and disposing of the minutes of the last regular meeting and of all intervening special meetings.
- (2) Inquiries.
- (3) Reading and disposing of communications, to be disposed of as read.
- (4) Reading and disposing of reports of standing and special committees, to be disposed of as received.

### **Standing Committees**

28. The following shall be Standing Committees for the year, whose duties shall be as defined by the Council from time to time:

- (1) Applications and Memorials.
- (2) Examinations.
- (3) Undergraduate Studies.
- (4) Time-Table.
- (5) Admissions.
- (6) Graduate Studies.
- (7) Standards for Entrance.

29. The Council shall appoint annually representatives to serve on the Senate's Committee on University Extension.



30. The President and Dean shall be members *ex-officio* of every Standing Committee; each committee shall elect its own chairman subject to the provisions of sections 1 and 2, and fix the times of its own meetings.

31. Any member of the Council shall have the right to be present at any meeting of any Standing Committee but shall not take part in the Committee's proceedings.

32. Vacancies occurring in a Standing Committee may be filled at any regular meeting of the Council.

33. (1) All written communications on any subject coming properly within the cognizance of any Standing Committee shall stand referred as of course to that committee, which shall report thereon if possible at the next meeting of Council.

(2) Upon receipt of any such communication the Secretary shall forthwith, after acknowledging its receipt, submit it under the direction of the President or Dean to the Chairman of the appropriate committee for consideration.

(3) Any such communications, received too late to be dealt with by the appropriate committee before the next meeting of Council, may, by direction of the chairman of the committee, be read at the meeting of Council; and the Council may, if it sees fit, take them into immediate consideration or otherwise dispose of them.

34. All parts of reports of the Board of Examiners affecting the conduct or behaviour of a candidate when writing upon an examination shall, unless otherwise ordered by the Council, stand to be dealt with at a meeting subsequent to that at which the report was presented.

### **Amendments to Rules of Procedure**

35. No proposal to amend any of the foregoing rules of procedure shall be considered, except at a regular meeting, and unless notice of the proposed change has been given.

36. None of the foregoing rules shall be suspended at any meeting of the Council except by a two-thirds vote of the members present entitled to vote.

### **Committee on Applications and Memorials**

37. The Committee on Applications and Memorials shall consist of the President, the Dean, the heads of the Arts Colleges and fourteen elective members of the Council, of whom four shall form a quorum.

### **Committee on Examinations**

38. (1) The Standing Committee on Examinations shall consist of the President, the Dean, the heads of the Arts Colleges, and twelve elective members, of whom four shall form a quorum.

(2) All permanent members of the Staff are *ex-officio* examiners, in their respective subjects. The Committee shall,



where necessary, recommend to the Council the names of other suitable persons as examiners, and the entire body of examiners shall constitute the Board of Examiners.

(3) The Committee shall appoint presiding examiners and examination-attendants.

(4) The Committee shall name a small Revising Committee, the duties of which shall be the consideration of the details of the examinations, and the preparation of a report on the results thereof for transmission to the Board of Examiners and thence to the Council.

### **Committee on Undergraduate Studies**

39. (1) The Standing Committee on Undergraduate Studies shall consist of the President, the Dean, the heads of the Arts Colleges, and one representative member of each graduating department, of whom seven shall form a quorum.

(2) Every proposed change in the courses of instruction and prescription for courses in Arts shall be referred to the said Committee.

(3) The opinion of the teaching staff in each graduating department on any proposed change affecting such department shall be ascertained before the committee reaches a decision and reports thereon to the Council.

(4) The Sub-Committees of the Committee on Undergraduate Studies shall be constituted as follows:

#### **(a) Sub-Committee on the Pass Course**

The Standing Sub-Committee on the Pass Course shall consist of the President, the Dean, and fourteen elective members, of whom three shall form a quorum.

#### **(b) Sub-Committee on the Teachers' Course**

The Standing Sub-Committee on the Teachers' Course shall consist of the President, the Dean, and eight elective members, of whom three shall form a quorum.

#### **(c) Sub-Committee on the General Course**

The Standing Sub-Committee on the General Course shall consist of the President, the Dean and fourteen elective members, of whom three shall form a quorum.

#### **(d) Sub-Committee on the Course in Commerce and Finance**

The Standing Sub-Committee on the Course in Commerce and Finance shall consist of the President, the Dean, and sixteen elective members, of whom three shall form a quorum.

### **Committee on Time-Table**

40. The Standing Committee on Time-Table shall consist of the President, the Dean, and seven elective members of whom three shall form a quorum.

### **Committee on Admissions**

41. The Standing Committee on Admissions shall consist of the President, the Dean, the heads of the Arts Colleges, and the Registrars of the Arts Colleges.

### **Committee on Graduate Studies**

42. The Standing Committee on Graduate Studies shall consist of the President, the Dean, the five members of the Faculty of Arts elected as members of the Executive Committee of the School of Graduate Studies, and not fewer than twenty elective members, of whom seven shall form a quorum.

### **Committee on Standards for Entrance**

43. The Standing Committee on Standards for Entrance shall consist of the President, the Dean, and eleven elective members of whom three shall form a quorum.